

**LAKE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING**

Friday, December 13, 2024, from 1 p.m.-2 p.m.

Board Room - Building D, Room D2115

Zoom Video Conferencing

**I. CALL TO ORDER** The Lake County Community College District Board of Trustees special meeting was called to order by Chair Ellen Foley Kessler at 1p.m.

**II. PLEDGE OF ALLEGIANCE** Mrs. Kessler lead the Pledge of Allegiance.

**III. ROLL CALL** At the chair's request, roll was taken, and the following Trustees were present:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Also in attendance:

Dr. Sunil Ahuja, President  
Dr. John Crooks, Interim Provost and Vice President for Academic and Student Affairs  
Mr. David Cummins, Vice President for Administrative Services and College Treasurer  
Mr. Rick Penny, Chief Information Officer  
Dr. Jennifer Collins, Vice President Enrollment Management and Student Retention Services  
Mrs. Lisa Durst, Interim Chief Human Resources Director  
Mr. Jay Kahn, Director of Facilities Management  
Dr. Erin Fekete, Dean for Arts and Sciences  
Dr. Regina Prosser, Dean for Health Technologies  
Dr. Ryan Hamilton, Dean for IT, CS, and Engineering

**IV. MINUTES**

Mrs. Kessler called for a motion to approve the minutes of the November 7, 2024, regular meeting. Mrs. Fellows moved to approve the minutes and Ms. Majka seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

**V. SPECIAL RECOGNITION**

Mrs. Kessler presented Resolution 29-24, Resolution Honoring Chief James Terence McBride. She discussed his legacy of service, dedication to community, and career in law enforcement. Dr. Ahuja called for a motion to approve this resolution to honor the legacy of Chief McBride. Ms. Majka moved to approve the resolution and Mrs. Fellows seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

The Board of Trustees presented a copy of this resolution to Chief McBride's wife, Laura McBride, who was in attendance during this special meeting.

**VI. PARTICIPATION OF THE PUBLIC (30 MINUTE TIME LIMIT)**

No participants of the public during this meeting.

**VII. PRESIDENT'S REPORT**

In the interest of limited time during this special meeting, Dr. Ahuja gave the floor to Dr. John Crooks for his report.

Low-Enrolled Courses Report for Fall 2024

Dr. Ahuja introduced Dr. John Crooks to discuss the Low-Enrolled Courses Report for Fall 2024. His report included comparison for courses from Fall 2023 and Fall 2024. He informed the Board that this review process will continue and include low-enrolled programs in the future to follow the suggestions of the performance audit from the state.

Mr. Hebebrand and Dr. Ahuja thanked all of those involved in this process.

## VIII. COMMITTEE REPORTS

### Academic & Student Success

Ms. Janet Majka mentioned the upcoming proposal for committee and Board of Trustees meetings schedule beginning January 2025. This committee will wait until a new schedule is approved for the next calendar year.

### Finance, Audit, & Physical Plant

Mr. Rupert discussed the recent committee meeting held on November 26, 2024. He discussed the presentation of financial statements for the college to be on track with the budget. He introduced Mr. Jay Kahn for an E-Building project update.

### Report of Purchase Orders, Bids, and Expenditures

Mrs. Kessler called on Mr. David Cummins to present the Report on Purchase Orders, Bids, and Expenditures. Mrs. Kessler called for a motion to approve the Report of Purchase Orders, Bids, and Expenditures. Mr. Rupert moved and Mr. Cornachio seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes

Mr. Matthew Hebebrand-yes

Mrs. Ellen Foley Kessler-yes

Ms. Janet Majka-yes

Mr. Paul Rupert-yes

Mrs. Beverly Vitaz-yes

Mr. Jack Cornachio-yes

Mr. Timothy O'Brien-absent

### Review of Financial Report Highlights October 31, 2024

Mrs. Kessler introduced Mr. Cummins to present a review of Financial Report Highlights as of October 31, 2024. Mr. Cummins provided the Board with an update on the first quarter of FY25 budget.

### Human Resources

Mrs. Fellows mentioned the upcoming proposal for committee and Board of Trustees meetings schedule beginning January 2025. This committee will wait until a new schedule is approved for the next calendar year. She introduced Mrs. Lisa Durst to present the Personnel Report.

### Personnel Report

Mrs. Kessler asked for a motion to approve the personnel report. Mrs. Fellows moved, and Ms. Majka seconded, which passed as follows:

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes

Mr. Matthew Hebebrand-yes

Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Mrs. Kessler introduced Dr. Ahuja to present the update to Policy 3354:2-20-60, Holidays. Mrs. Kessler called for a motion to approve the update to Policy 3354:2.20-30, Holidays. Mrs. Fellows moved, and Ms. Majka seconded, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

- Policy 3354: 2-20-60, Holidays-POLICY REVISED

DEI Committee

Mr. Hebebrand mentioned that the committee has not met recently as the Board will be in the process of approving the new meeting schedule. He will continue to communicate with President Ahuja and Committee Chairs regarding any policies that will need to be reviewed by this committee to schedule future meetings, if needed.

**IX. RESOLUTIONS**

Mrs. Kessler called for a motion to approve Resolution 25-24, A Resolution Authorizing Requests for Advance of Property Taxes for Lake County, Ohio. Mr. Rupert motioned, and Mr. Cornachio seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Mrs. Kessler called for a motion to approve Resolution 26-24, Calendar 2025 Annual Appropriation. Mr. Rupert motioned, and Mrs. Fellows seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Mrs. Kessler called for a motion to approve Resolution 27-24, Authorizing the College's FY24 Report on Affordability and Efficiency. Mr. Rupert motioned, and Ms. Majka seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Mrs. Kessler called for a motion to approve Resolution 28-24, 2025-2027 College Key Performance Indicators. Mr. Rupert motioned, and Ms. Majka seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

**X. UNFINISHED BUSINESS**

Mrs. Kessler called for a motion to approve the 2025 Board of Trustees Schedule. Mr. Rupert motioned, and Ms. Majka seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-abstain  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

Dr. Ahuja thanked the Board of Trustees for their patience and understanding regarding the meeting today to conclude year-end business for the College.

**XI. NEW BUSINESS**

No new business.

**XII. EXECUTIVE SESSION**

Mrs. Kessler called for a motion to enter executive session to discuss the employment of public employees, real estate, or a legal matter. Ms. Majka moved, and Mr. Cornachio seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

The executive session began at 1:41 p.m.

Mrs. Kessler called for a motion to close the executive session. Ms. Majka moved, and Mrs. Fellows seconded the motion, which passed as follows:

Mrs. Nancy Fellows-yes  
Mr. Kevin Freese-yes  
Mr. Matthew Hebebrand-yes  
Mrs. Ellen Foley Kessler-yes  
Ms. Janet Majka-yes  
Mr. Paul Rupert-yes  
Mrs. Beverly Vitaz-yes  
Mr. Jack Cornachio-yes  
Mr. Timothy O'Brien-absent

The executive session ended at 2:17 p.m. and the regular meeting resumed.

Mr. Hebebrand exited the meeting after the executive session.

**XIII. ADJOURNMENT**

Mrs. Kessler called for a motion to adjourn. Ms. Majka moved, and Mr. Cornachio seconded the motion which passed as follows:

Mrs. Nancy Fellows-yes

Mr. Kevin Freese-yes

Mr. Matthew Hebebrand-absent

Mrs. Ellen Foley Kessler-yes

Ms. Janet Majka-yes

Mr. Paul Rupert-yes

Mrs. Beverly Vitaz-yes

Mr. Jack Cornachio-yes

Mr. Timothy O'Brien-absent

The meeting was adjourned at 2:23pm.

**LAKE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPROVED: January 31, 2025**

  
Board Chair

**ATTEST:**

  
Board Secretary